

ROUTING AND TRANSMITTAL SLIP

Date

7 Dec 83

TO: (Name, office symbol, room number,
building, Agency/Post)

Initials

Date

1.

ADDA

2.

DDA

3.

4.

5.

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	<input checked="" type="checkbox"/> For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

Carole,
 File this w/any copy
 we have + send the book
 to A/OC. JH

B
9 DEC
9 1983

90-9

File w/83-4801

DO NOT use this form as a RECORD of approvals, concurrences, disposals,
clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

EO/DDA

Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)

Prescribed by GSA
FPMR (41 CFR) 101-11.606

TRANSMITTAL SLIP		DATE
TO: <i>DDA</i>		
ROOM NO.	BUILDING	
REMARKS:		
FROM:		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED

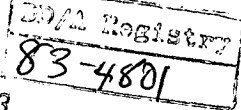
(47)

S E C R E T

CIA REGISTRY

FILE: 90-9

8 NOV 1983



MEMORANDUM FOR: Deputy Director for Operations
Deputy Director for Intelligence
Deputy Director for Science and Technology

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: New Communications Services Requirements,
FY1986 through FY1990

25X1 1. For FY1986, as in previous years, the Office of Communications will continue to program and budget for those services, with some modest increases, included in its base program. We recognize that you may have requirements for communications services in addition to those currently being satisfied. To assist you and OC in planning for these services, please identify to the Office of Communications those needs for enhanced or new communications services. OC will cost these requirements and return to you information that should be included in your program proposal for FY1986-90.

25X1 2. Your requirements for enhanced levels of services or for communications services for new initiatives should be submitted to the Office of Communications by 09 December in the format outlined in the attachment to this memorandum. Receiving your needs by this date will provide OC with sufficient time to prepare and forward to you cost estimates for the new requirements by 17 February 1984. This will allow the operating components to include these estimates in the format specified by FY1986 Program and Budget Call.

25X1 3. As a follow-on to the new requirements solicitation performed two years ago for FY1984, OC representatives will be contacting members of your staffs, as appropriate, concerning the status of communications initiatives programmed and now funded in FY1984. This information will assist OC in planning support for these programs.

S E C R E T

S E C R E T

SUBJECT: New Communications Services Requirements, FY1986
through FY1990

25X1 4. For your information, standard communications services (black telephone, secure voice and a wide range of secure data transmission equipment) required for the new headquarters building will be programmed in a new headquarters building support initiative. However, any special or unique communication needs for the new building over and above the standard services are to be programmed by the operating component. These "special" services need to be identified in your submission due to OC on 09 December. []

25X1 5. The new communications requirements activity is being coordinated within OC by the Management and Liaison Staff/ Requirements and Analysis Group. If you have any questions, please call [] As in
25X1 past years, OC representatives are prepared to assist members of your staffs with the new requirements as necessary. []

Harry E. Fitzwater

Harry E. Fitzwater

Attachment:
As stated

ORIGINATOR:

25X1 []

Date

Distribution:

- 1 - Each Addressee w/att.
- ② - DDA w/att.
- 1 - D/CO w/att.

S E C R E T

UNCLASSIFIED

NEW COMMUNICATIONS SERVICES

REQUIREMENTS

FORMATTING INSTRUCTIONS

1. Please submit requirements in the attached format.
2. Assign an office requirement number indicating Directorate, office, requirement number and program year. See example in upper right-hand corner.
3. Indicate whether the communications service is to be an enhanced service to an ongoing program or in support of a new initiative.
4. As in previous years, a priority rank of each requirement should also be assigned.
5. Classify as appropriate.

UNCLASSIFIED

S A M P L E

REQ. NUMBER: TSD-01/85

OFFICE RANK: 1 of 1

OFFICE: OSO/OG/TSD

TITLE: Secure Teletype Communications

REQUIREMENT:

TSD has a requirement for secure teletype communications between OSO/TSD and three contractor facilities in FY-86. XYZ, Inc., ABC Systems, and MNO Data, Inc. (Enhanced service to ongoing program.)

JUSTIFICATION:

Above facilities have contracts associated with highly sensitive operations and secure communications is required.

TIME REQUIREMENT:

FY-86

IMPACT OF LACK OF SERVICE ON OTHER PROGRAMS:

Lack of service will impact scheduled deliveries due to Program XXX.

CONTACT:

Name:

Office:

Telephone:

[Redacted contact information box]

S A M P L E

25X1

S E C R E T

(S A M P L E)

REQ. NUMBER: DO/FR-01/86

OFFICE RANK: 1

25X1

OFFICE:

TITLE:

Installation of Communications Equipment

REQUIREMENT:

25X1
25X1

Full word processor/communications installation -
(New Initiative #1)

JUSTIFICATION:

Operational requirement for domestic field station which requires full word processing communications capability.

TIME REQUIREMENT:

FY-86

IMPACT OF LACK OF SERVICE ON OTHER PROGRAMS:

Unknown.

CONTACT:

25X1

Name:

Office:

Telephone:

(S A M P L E)

S E C R E T

ROUTING AND RECORD SHEET

83-4801

SUBJECT: (Optional)

New Communications Services Requirements, FY1986 through FY1990

FROM:

EXTENSION

NO.

Director of Communications

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. *ED/* DDA, 7D24 Hqs. Bldg.

NOV 1983

7

R

Please sign attached memos addressed to DDs requesting their new communications services requirements for FY86-90.

2. *ADDA*

NOV 1983

J

3. *DDA*

NOV 1983

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